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Weekly Report for Week Ending 12 August
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

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a. Shelf Filing

OCR/IR/FE/NEA

Carpenters have started to secure area.

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OO/Contact Division

Art Metal Strike has ended. Equipment should be delivered in two weeks.

OTR/Assessment and Evaluation Staff ✓
OTR/Operations School/Headquarters Training ✓
Office of Security/Building 13 ✓
OP/Records and Services/Test Installation ✓

No change from previous report.

FE/DD/P

Conferred with Records Officer concerned and he agreed to consider steel shelving instead of wooden shelves he requested be built.

Office Records Equipment

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EE/DD/P

DD/P Printing Shop

Conferred with Offices concerned and approved their requisitions for Sorting Files from Angle Co.

b. Records Schedules

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Executive Registry

New Building Site

No change.

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FI/DD/P

Draft of transmittal memo prepared.

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Proposed CS and Field Schedule

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Comments have been procured and submitted to
DD/P.

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OCR

Visited ARO/OCR and obtained memorandum on inactive items queried by Records Center in periodic review of OCR holdings.

c. Records Systems

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Medical Staff

Three files have been set up embodying 5 cu. ft. of records, ✓
one foot of records were destroyed, and an additional safe full of material has yet to be screened.

Refresher Training Workshops in Filing

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C/RMS signed memorandum to D/TR requesting approval of workshops and their announcement in OTR Bulletins. At 11 August meeting, agreed with Chief, Clerical Training and two instructors on division of labor on workshops between OTR/CT and RMS. Arranged for certain improvements in visual aids by OTR Visual Aids Unit.

Installation of File in Clerical Recruitment Branch/OP

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Submitted standard file plans for OP to ARO, who has requested deferment of CRB installation until after she completes reviewing file material 12 August.

d. Special Projects

Master Index to Subject Filing Handbook

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Added modifications used in OP/Mobilization Staff file to RMS card index.

New Regulation on Removal of Records by Separated Employees.

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Research completed. First Drafts started.

Revision of Notices on Filing Equipment and Supplies
Booklet on Records Center and Revised Form 490
Survey of Unused Safes ✓

No change since last report.

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OSS/RI Archives

The typing of the Inventory has begun. Since the typing is restricted to the DD/P area, the pace to be set by the typist depends upon her other duties. No deadline has been set by

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e. Inactive Special Projects

File Cleanup Campaign.
Sorting Equipment Booklet.
Revision [] Records Management Program Guide.
Emergency Filing Equipment Needs.
Analyst Files Project.

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3. Vital Materials []

Met with representative of G-2 who is responsible for conducting their VM Program. Details of this meeting may be found in our Vital Materials files.

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[]/OTR and I developed a vital materials schedule for the Office of Training. Project is about 30% complete.

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Met with [] to review requested changes in the Availability Register. Personnel had requested very detailed listings, however, a compromise was reached and the changes will be discussed with []

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[] OCR/Lib., accompanied last week's trip []
[] OCR/Machine Division visited the Repository to inspect the IBM equipment in preparation for this year's alert exercise. []
and [] will represent OCR/Machine Division during Operation Alert.

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Discussed with [] DDI/Vital Materials Officer, a deficiency in one of the Finished Intelligence (CIA) Series. A subsequent meeting with [] corrected this deficiency.

An ONE schedule of special type Vital Materials Deposits has been prepared and referred to ONE for review.

Microfilming in OCR Graphics Register continues.

4. News

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a. [] is on Annual Leave for the balance of the pay period.
[] DD/P are also on leave.

b. [] arranged for and attended a meeting with []
and members of his Staff and members of the Retirement Division of the Civil Service Commission.

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